

Job Title: Supervisory Auditor
Agency: Agency For International Development
Sub Agency: Office of Inspector General
Job Announcement Number: OIG-11-14PG

Salary Range: \$105,211.00 - \$136,771.00 /year

Series & Grade: GS-0511-14/14

Promotion Potential: 14

Open Period: Thursday, July 07, 2011 to Friday, December 30, 2011

Position Information: Full Time Permanent - No time limit

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered: US Citizens

Job Summary:

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for US Agency for International Development applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process. [To obtain information about this position and TO APPLY, please click on http://www.avuecentral.com/vacancy.html?ref=CQELP.](http://www.avuecentral.com/vacancy.html?ref=CQELP)

Key Requirements:

- See Other Information.

Major Duties:
DUTIES:

Performs, or assists in performing, systematic examinations and appraisals of financial records, financial and management reports, management controls, policies and practices affecting or reflecting the financial condition and operating results of an activity, program, or organization inside or outside the department or agency. Conducts or assists in coordinating activities related to the detection of fraud, waste, and abuse.

Supervises a group of employees performing work at the GS-13 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit. Performs the administrative and human resource management functions relative to the staff supervised. Plans, schedules, and assigns work to subordinates. Establishes guidelines and performance expectations for staff members; provides feedback and periodically evaluates employee performance. Provides advice, counsel, and/or instruction to staff members. Recommends or approves appointments, selections, or reassignments to positions appropriate to the selection authority delegated. Effects disciplinary measures as appropriate to the

authority delegated in this area. Carries out Equal Employment Opportunity (EEO) policies and program activities.

Qualifications:

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively other than in writing in performing supervisory or leader work.

Ability to communicate in writing in performing supervisory or leader work.

Ability to supervise.

Ability to develop and promote a diverse workforce.

Ability to apply analytical methods and techniques to identify and resolve financial and/or auditing issues.

Knowledge of professional auditing principles, practices, and techniques.

Professional knowledge of auditing standards and accounting principles, concepts and techniques to serve as an expert on the interpretation and application of accounting theory and methodology in a complex environment. Areas of knowledge should include the financial statement and audit requirements of the Government Management Reform Act (GMRA), Single Audit Act, Statements on Auditing Standards, Federal Accounting Standards Advisory Board and Federal Financial Management Improvement Act.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

BASIC REQUIREMENTS

A. Applicants must show successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester/36 quarter hours in accounting. The 24 semester/36 quarter hours may include up to 6 semester/9 quarter hours of credit in business law. (The term "accounting" means "accounting and/or auditing". Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor".)

OR

B. Combination of education and experience--at least four (4) years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include ONE of the following:

--Twenty-four semester/36 quarter hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 semester/9 quarter hours of business law;

--A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or

--Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester/22 quarter hours, but that does not fully satisfy the 24-semester-hour/36-quarter-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the four-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester/36 quarter hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

ADDITIONAL EXPERIENCE REQUIREMENTS

In addition to meeting the basic entry qualification requirements, applicants must have had one (1) year of specialized experience equivalent to at least GS-13.

Specialized experience is experience which is in or related to the line of work of the position to be filled and which has equipped the applicant with the specific knowledge, skills, and abilities to successfully perform the duties of the position.

In addition to the basic requirements, the incumbent must have one (1) year specialized experience equivalent to the GS-13 level in the Federal government. Examples of qualifying specialized experience include: (1) Directs or personally conducts audits of Agency's financial statements; (2) Directs and participates in quality control reviews of work carried out by non-Federal auditors. (3) Demonstrated experience in performing supervisory duties and responsibilities, including explaining team goals and objectives to assigned team members and assisting teams in accomplishing the work; coaching, facilitating, solving work problems and participating in the work of the team, providing information to the supervisor on the performance of the team and individual members; communicating assignments, milestones and deadlines to the team.

See Other Information for further requirements.

How You Will Be Evaluated:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

Benefits:

See Other Information.

Other Information:

USAID is listed as one of the top ten best places to work in the federal Government by the Office of Personnel Management's survey.

WHERE ARE WE?

USAID's headquarters is centrally located in downtown Washington, DC, at the prestigious Ronald Reagan Building and International Trade Center on 14th and Pennsylvania Avenue N.W. We are located right on the Federal Triangle Metro (Blue and Orange Lines). The office is within walking distance of restaurants, shops, Smithsonian Institution museums and Washington Monument.

This position is with the United States Agency for International Development's (USAID), Office of Inspector General (OIG), Assistant Inspector General for the Millennium Challenge Corporation (MCC), Financial Audits (FA) Division. The United States has a long history of extending a helping hand to those

people overseas struggling to make a better life, recovering from disaster, or striving to live in a free and democratic country. MCC is a principal U.S. agency in extending assistance to foreign countries.

The OIG is responsible for preventing and detecting fraud, waste, abuse, and violations of law, and for promoting economy, efficiency, and effectiveness of MCC programs. OIG is responsible for auditing and investigating the Millennium Challenge Corporation (MCC).

The U.S. Agency for International Development is a participant of E-Verify. E-Verify provides an automated link to Federal databases to help employers determine employment eligibility of new hires and the validity of the social security numbers.

The USAID/OIG offers excellent benefits programs some of which may include:

Comprehensive health and life insurance

Competitive salaries

Generous retirement programs

Paid holidays, annual and sick leave

Flexible work environment and alternate work schedules

Paid employment related training and education

Subsidized transportation (Metro check)

Payment of licenses, certification, and academic degree, as applicable

Incentives and awards, as appropriate

Telecommuting, as appropriate

Long Term Care Insurance is offered

Flexible Spending Account is offered

Thrift Savings Plan (401 K Plan)

You must submit to a drug test and receive a negative drug test before you can be appointed into this position.

In order to qualify for this position, you must possess a Secret security clearance.

How to Apply:

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Applicants must submit a complete application by the closing date of this announcement. If you need technical assistance in submitting your application, or are unable to apply on-line and desire to obtain an Applicant Questionnaire package, please contact AVUE Direct Services at 1-800-407-0147, or email at JoeAvue@avuetech.com.

Applicants submitting proof documents can electronically attach them, or scan and attach them, to the employment application. If this is not possible, copies of documents can be faxed to (253) 573-9869, or mailed to the following address: USAID, c/o Avue Technologies Corporation, ATTN: Direct Services, 1145 Broadway Plaza, Suite 800, Tacoma, WA 98402. All faxed or mailed proof documents must be submitted prior to the closing date of the announcement and must be identified with applicant's name and vacancy announcement number.

Time-in-grade requirements must be met by the closing date of this announcement.

Applicants must submit a complete application by the closing date of this announcement. If you need technical assistance in submitting your application, or are unable to apply on-line and desire to obtain an Applicant Questionnaire package, please contact AVUE Direct Services at 1-800-407-0147, or email at JoeAvue@avuetech.com.

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If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility or are an interchange agreement eligible, you must submit a copy of your latest SF-50, "Notification of Personnel Action," and/or a copy of the SF-50 that reflects career or career-conditional tenure, or you will not be considered under the merit promotion process. Also, you should submit your most recent performance rating.

All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, membership in an employee organization, or any other non-merit factors.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Moving expenses are not authorized.

Relocation expenses are not authorized.

SELECTIVE SERVICE. As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

Applicants must be U.S. citizens.

Applicants must meet all qualification requirements by the closing date of this announcement.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; 30% disabled veterans; Veteran's Recruitment Appointment (VRA) eligible (note: VRA eligibles cannot be appointed higher than the GS-11 grade level); returned volunteers from the Peace Corps or Vista, etc. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement. You **MUST** provide supporting documents in order to receive consideration for the non-competitive appointment.

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim.

If you are claiming 5-point veterans' preference, or you are applying for consideration under the Veteran Employment Opportunity Act or Veteran Readjustment Authority, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" or other proof of eligibility. If you are applying for consideration under the 30% or more Disabled Veteran Authority, you must attach a SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other applicants for this position. Individuals who have priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and must meet the "Silver" level of the three quality categories selected for use in USAID. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

This appointment requires completion of a one-year probationary period. During this time period, employee's conduct and performance will be monitored in order to determine if employee will be retained.

BASIS OF RATING: Qualified applicants receive a score of 70 to 100 before veteran's preference points are applied (if applicable). You will be rated based on your qualifications for this position as evidenced by the education, experience, and training you report relative to this position that show the degree to which you possess the knowledge, skills, and abilities listed on this vacancy announcement. USAID must be able to conduct reference checks as part of its assessment process. Applicants who do not permit reference checks from previous employers may be disqualified.

IMPORTANT: If you are found to have rated your self assessment higher than the information in your on-line application, supporting documentation narratives, and/or any other relevant part of your application package; including attachments, a score will manually be determined that reflects your documented experience. This may result in a lowered score and may also eliminate you from the best qualified list.

How To Apply:

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If you are unable to apply online, you may contact the employing office for alternate application procedures. Please call Avue Helpdesk at 1-800-407-0147 or email at joeavue@avuetech.com.

Required Documents:

Documents That May Be Required for Verification Of Eligibility:

- * Proof of United States Citizenship (birth certificate or other acceptable documentation).
- * Proof of military service (DD214s or other equivalent documents).
- * Proof of government service providing reinstatement eligibility Notification of Personnel Action, SF-50 or other equivalent document
- * SF15, Application for 10-Point Veteran's Preference and appropriate documentation (for 10-point compensable or non-compensable disability preference, Purple Heart, disability pension, or preference based on service of spouse or child).
- * Proof of eligibility for priority placement consideration under Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP); i.e., copy of appropriate documentation such as RIF separation notice, or other notice of eligibility.
- * Proof of eligibility for special appointment authorities for people with disabilities. Proof of disability from military service (i.e., letter from Veterans Administration or a branch of the armed forces indicating disability and the amount [%] of the disability, or certification from a State Vocational Rehabilitation Agency or Veterans Administration).
- * Proof of government service meeting time-in-grade requirements.
- * Copy of college transcript if education was used to qualify you for the position.

Contact Information:

Avue Helpdesk
Phone: 1-800-407-0147
Fax: 253-573-9869
Email: joeavue@avuetech.com

Agency Information:
US Agency for International Development
1300 Pennsylvania Avenue, N.W.
OIG/M/HC, Suite 8.07
Washington, Dist of Columbia 20523-8700
US
Fax: 253-573-9869

What To Expect Next:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>



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